



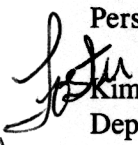
DEPARTMENT OF PERSONNEL

209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
www.state.nv.us/personnel/

MEMO PERD #12/04

April 22, 2004

TO: Personnel Representatives
Personnel Liaisons

FROM:  Kim Foster, Administrative Services Officer
Department of Personnel

SUBJECT: New Appointment and Records Deadline Schedule Revision

New Appointment

It is my pleasure to announce that Cynthia Martinez has been appointed to manage the Department of Personnel, Records Section. Her previous State service including experience working with the IFS-HR Section prepares her for this new challenge. From this date forward, please direct Records Section related questions and concerns to Cynthia Martinez at (775) 687-4184 or cmartinez@dop.nv.gov.

Records Deadline Schedule Revision

Please see the attached revised Records Deadline Schedule. The schedule has been revised to reflect only one records deadline date column. The deadline date column that has been removed was used for off-line agencies or documents having to be entered and processed by Records staff. Due to all agencies entering their ESMTs, this column is no longer needed. Documents entered by Records staff, such as a "Transfer - In", can now be submitted to Records in accordance with the revised deadline schedule. Although agencies have until 5:00 pm on the deadline date for the pay period being processed, Records appreciates all ESMTs to be submitted as soon as they are completed by the agency instead of holding them until the deadline.

If you have any questions or concerns regarding the revised schedule, please don't hesitate to contact Cynthia Martinez at 687-4184.

JG:ss

Attachment

RECORDS DEADLINES
2004
(Revised)

		RECORDS		
Pay Period	Effective	Deadline	Payroll Run	Check
Number	Dates	Date***	Date**	Date
17	1/19/04 - 2/1/04	2/3/2004	2/6/2004	2/13/2004
18	2/2/04 - 2/15/04	2/17/2004	2/20/2004	2/27/2004
19	2/16/04 - 2-29/04	3/2/2004	3/5/2004	3/12/2004
20	3/1/04 - 3/14/04	3/16/2004	3/19/2004	3/26/2004
21	3/15/04 - 3/28/04	3/30/2004	4/2/2004	4/9/2004
22	3/29/04 - 4/11/04	4/13/2004	4/16/2004	4/23/2004
23	4/12/04 - 4/25/04	4/27/2004	4/30/2004	5/7/2004
24	4/26/04 - 5/9/04	5/11/2004	5/14/2004	5/21/2004
25	5/10/04 - 5/23/04	5/25/2004	5/28/2004	6/4/2004
26	5/24/04 - 6/6/04	6/8/2004	6/11/2004	6/18/2004
01	6/7/04 - 6/20/04	6/22/2004	6/25/2004	7/2/2004
02	6/21/04 - 7/4/04	7/6/2004	7/9/2004	7/16/2004
03	7/5/04 - 7/18/04	7/20/2004	7/23/2004	7/30/2004
04	7/19/04 - 8/1/04	8/3/2004	8/6/2004	8/13/2004
05	8/2/04 - 8/15/04	8/17/2004	8/20/2004	8/27/2004
06	8/16/04 - 8/29/04	8/31/2004	9/3/2004	9/10/2004
07	8/30/04 - 9/12/04	9/14/2004	9/17/2004	9/24/2004
08	9/13/04 - 9/26/04	9/28/2004	10/1/2004	10/8/2004
09	9/27/04 - 10/10/04	10/12/2004	10/15/2004	10/22/2004
10*	10/11/04 - 10/24/04	10/25/04*	10/29/2004	11/5/2004
11*	10/25/04 - 11/7/04	11/8/04*	11/12/2004	11/19/2004
12*	11/8/04 - 11/21/004	11/19/04*	11/26/2004	12/3/2004
13	11/22/04 - 12/5/04	12/7/2004	12/10/2004	12/17/2004
14*	12/6/04 - 12/19/04	12/20/04*	12/24/2004	12/31/2004
15	12/20/04 - 1/2/05	1/4/2005	1/7/2005	1/14/2005
16	1/3/05 - 1/16/05	1/18/2005	1/21/2005	1/28/2005
	* Records deadline for these Pay Periods has been adjusted due to a holiday(s).			
	** Payroll run begins at 5 PM on this day, and the system shuts down.			
	All documents for the Pay Period must be processed by 5 pm.			
	*** THE DEADLINE ON THIS DATE IS AT 5:00 PM.			